



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

New Lisbon Correctional Institution

MEMORANDUM

Date: June 30, 2021

To: All NLCI Staff and Inmates

From: Ms. Harper, Program Supervisor

Subject: In-Person and Virtual (Zoom) Visitation

In-Person visitation will resume at NLCI beginning July 6, 2021 with proper COVID-19 related precautions in place. The Visiting Room will be arranged to ensure proper social distancing between tables during visitation. The following guidelines will be in place until further notice.

- In-Person and Zoom visit requests will be accepted starting Wednesday, June 16, 2021 at 9:00 a.m.
- Visitors are asked to schedule visits at least two business days in advance, and requests will not be accepted earlier than two weeks prior to the requested visiting date.
- NLCI will attempt to honor up to two In-Person visits and one Zoom visit per inmate, per week. Visiting opportunities will be provided based on time and space available, and will be offered on a first come, first served basis.
- In-Person visits will be one hour in length and will be scheduled in groups of four 15-minute increments during visiting hours.
- Zoom visits will continue to be 20 minutes in length.
- Up to three approved visitors will be allowed per In-Person visit. Relationship does not matter but at least one visitor must be an adult.
- All visitors are asked to arrive 15 minutes prior to their scheduled visit to complete entrance process.
- All visitors will be required to pass a COVID-19 screening procedure for temperature and symptoms upon entry to the institution.
- Brief hugs are allowed at the beginning and end of visit; kisses are not allowed.
- Physical contact with inmates will not be allowed, with the exception of the brief hug at the start/end of the visit; to include hand holding and sitting on laps.
- Per CDC guidance related to mask wearing in correctional facilities, all visitors age 2 or above shall wear a mask for the duration of the visit (except when eating or drinking).
- All inmates shall be required to wear a mask for the duration of the visit (except when eating or drinking).
- Food and/or drink are allowed, but cannot be shared between visitors and inmates.
- All chairs and tables will be sanitized between visits.
- Adherence to DAI 309.06.01-Visiting is expected from inmates and visitors.

- For both In-Person and Zoom visits, visitors are asked to send individual emails for each visiting date requested to the email address: docdainlcizoomvisits@wisconsin.gov

All visitation requests must include:

- Either IN-PERSON VISIT or ZOOM VISIT noted in the subject line of the email
- Inmate name & number
- Date/time requested for the visit
- Names of all visitors to be included on the visit

Please note, if the visitation time requested isn't available, the visitor will be scheduled for the next available time slot.

If a visitor does not have email access for scheduling purposes, they may call the institution at 608-562-6400 and provide the above noted information in the visitation request. For the most efficient processing of visit requests, it is highly recommended visitors use the email address for visitation scheduling.

As a reminder, visiting hours at NLCI are as follows:

- **Tuesday-Friday 2:15 p.m. to 8:45 p.m.**
- **Saturdays, Sundays & holidays 8:00 a.m. to 3:45 p.m.**